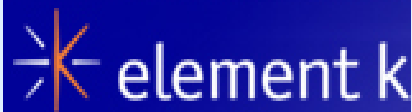


# Office of Training and Professional Development



## On-Line Training



### Office Productivity

The Office Productivity library offers training on programs like Microsoft Excel, Access, Word and Outlook ensure a high level of efficiency in your organization. Crystal Reports, Lotus Notes, Adobe Acrobat and other courses provide a wide range of additional learning opportunities.

### Business Fundamentals Premium with Business Simulations (full)

The Business Fundamentals Premium library delivers training that increases the effectiveness of managers and business professionals. The content provides principles and guidelines, job aids, and activities that map to real world situations. These premium courses feature business simulations with scenarios that reflect common business challenges. Students apply their newly acquired skills by making decisions throughout the simulated scenario, accessing guidance and altering decision history when desired.

### Project Management (full)

The Project Management library includes training courses to support the Project Management Institute's Project Management Professional® (PMP) Certification and CompTIA's Project+ Certification (Microsoft Project, Project Management Fundamentals, Project Management Professional® and more...)

### Design and Media (full)

The Design and Media library includes graphic art, design and media training courses from Adobe, Macromedia, Corel, Lotus, Quark, and Microsoft (Photoshop, Illustrator, PageMaker, Quark, and more...).

### Harvard Mentor Manager (full)

Element K offers extensible learning solutions for managers and executives across every industry. We've partnered with Harvard Business School Publishing (HBSP) to bring you best-in-class content from the most respected name in business education.

### getAbstracts Books

For the leader who wants to keep up with current business trends, our business book summaries provide in depth analysis of many of the best selling business books available -- all in an easy-to-digest 5 page abstract.

### Preventing Workplace Harassment (CA Supervisors Consolidated Edition)

This course focuses on the "gray areas" of interpersonal behavior and the law so that supervisors can practice applying the rules and requirements of harassment law to situations they're likely to face in the workplace. The course culminates with a Simulation Exercise that allows the supervisor to apply what he or she has learned to the nuances of a difficult conversation with an employee who may be being harassed by a co-worker.

### VanWrite (full)

Strong writing begins with clear thinking and finishes with targeted edits that produce concise communications. The VanWrite method refers to the thinking process as High Impact Thinking, and the editing phase as Sentence Aerobics. The VanWrite method combines the thinking and editing into an integrated process that helps everyone in the organization communicate well in plain English.

For more information, e-mail [Learning Pass Program Coordinator](#) if you are interested. The OTPD will have a computer lab available at 1515 S Street, Sacramento, Room 108N, for those needing to take training away from their worksite.